

WOW WORKFORCE DEVELOPMENT BOARD

MEETING MINUTES

Date: March 12, 2020

Location: Milwaukee Area Technical College, 5555 Highland Rd, Mequon, WI (Room A-129)

Members Present: Jerry Baake, John Bloor, Tom Dieckelman, John Heyer, Lisa Geason-Bauer, Tom Hostad, Robert Jessel, Grace Kostroski, John Krause, Sheree Larson, Laneice McGee, Richard Oakes, Tim Ploetz, Antwayne Robertson, Angela Stemo, Carole Witkowski

Others Present: Laura Catherman, Beth Norris, Danielle Igielski, Cindy Simons, Jason Dzwiniel, Jennifer Sarnecki, Brian Engelking, Christopher Hiebert

Ms. Schicker called the meeting to order at 8:00 am.

Review and Approval of Meeting Minutes

Mr. Heyer moved to approve the December 5, 2019 meeting minutes as presented. Mr. Robertson seconded. The motion carried unanimously.

Executive Report

Ms. Catherman reported on the following items:

- The WOWWDB is exceeding all Workforce Innovation and Opportunity Act (WIOA) Title 1 Primary Indicators of Performance – Q2 FY2019-20;
- The WIOA Local Plan will be posted for public comment in March and the WOWWDB will review and determine approval via electronic voting;
- Preliminary Fiscal Year 2020-21 budget scenarios are being prepared; and
- Presentations from TDCON20 are available on the Wisconsin Workforce Development Association's website.

Review and Approval of Financial Report

Ms. Igielski presented the WOWWDB Financial Report for Q2 FY2019-20. Ms. Igielski provided updates on expenditures for the quarter.

Mr. Heyer moved to approve the WOWWDB Financial Report as presented. Mr. Robertson seconded. The motion carried unanimously.

WOWWDB Strategic Plan

Ms. Catherman provided an overview of the WOWWDB's Strategic Plan that was prepared by Terri Phillips of SJD Consulting. The plan includes four strategic objectives that the board will work on in the coming years. Each strategic objective has an associated 12-month implementation plan with action steps and timelines.

Mr. Hostad moved to approve the WOWWDB's Strategic Plan. Mr. Bloor seconded. The motion carried unanimously.

Updated Bylaws and Consent Agenda Process

Ms. Catherman discussed that revising the bylaws was an outcome of the board's strategic planning efforts. Bylaws from other workforce development boards in Wisconsin were reviewed for best practices. Additionally, the bylaws were reviewed by the local program liaison from the Department of Workforce Development for compliance

Waukesha-Ozaukee-Washington Workforce Development Board is an Equal Opportunity Program Provider. If you have a disability, need information in an alternative format, including language assistance or translation, and/or need assistance with this information, please contact 262-896-8312 or call through Wisconsin Relay Service 711.

purposes. The revisions included revising the standing committee structure, allowing ad hoc workgroups, extending the term lengths for the chair and vice chair, and other minor revisions. Another outcome from strategic planning was preparing for implementation of consent agendas to allow for additional discussion items on agendas. The board discussed the process of implementing consent agendas.

Ms. Witkowski made a motion to approve the revised bylaws and use of consent agendas. Ms. Geason-Bauer seconded. The motion carried unanimously.

Training and OJT Policy Revisions

At the December 6, 2018 board meeting, the board updated its WIOA training and on-the-job training policies. Through discussions with the board's service provider, it was determined that adding additional details to clarify allowable career pathways and determine eligibility for occupations with current job openings but that project negative growth would be helpful for implementation and compliance.

Mr. Heyer moved to approve the revised policies. Mr. Krause seconded. The motion carried unanimously.

Waukesha County Workforce Development Center MOU

Ms. Catherman provided an update on the relocation of the Waukesha County Workforce Development Center. Ms. Catherman discussed that Waukesha County Technical College would like to enter into a memorandum of understanding (MOU) with the board to define the partnership, roles, and responsibilities related to the Waukesha County Workforce Development Center. Ms. Catherman noted that the MOU has undergone review by both entities risk and legal teams.

Mr. Heyer moved to approve the Waukesha County Workforce Development Center MOU. Mr. Robertson seconded. The motion carried unanimously.

One-Stop System Update

Ms. Norris provided a report on 2019 job center traffic and noted that foot traffic is down in all locations due to the low unemployment rate and more services and information being available online. In 2019 the job center system had 27,341 visits with 70% of visits in Pewaukee, 24% of visits in West Bend, and 6% of visits in Mequon. Ms. Norris noted that the system has significantly evolved over the last 25 years. The trend has evolved from a common brand under one roof to multiple brands across multiple locations and online to better serve clients. Ms. Norris also noted that the job center is planning its first virtual job fair which is scheduled for April 29.

Ozaukee County Workforce Development Center Lease

Ms. Catherman provided an overview of upcoming programmatic and space changes at Milwaukee Area Technical College's Mequon Campus. Due to the college's changes, the Ozaukee County Workforce Development Center, including the limited number of staff who are based in that location, will no longer be able to use its existing space after June 30, 2020. Staff have been closely monitoring job center traffic as well as reviewing historical data at all job centers over the last several months. The Ozaukee County Workforce Development Center has seen a substantial decrease in traffic over the last few years, down 47% since 2016.

Ms. Catherman noted that the Department of Workforce Development previously announced plans to not renew its lease and move staff and services offsite to other accessible locations as it is doing in all workforce regions across Wisconsin due to funding cuts. Another tenant also noted their plans to not renew their lease due to budgetary constraints and move staff and services to other accessible locations. Given that the majority of staff and all services are planned to be offered at other locations, the board determined that decentralizing service delivery would be most effective from a budgetary and service delivery standpoint. This option would allow services to be delivered at the same level across multiple sites in Ozaukee County.

Mr. Heyer moved to approve the decentralized service delivery approach. Mr. Krause seconded. The motion carried unanimously.

Regional One-Stop Operator Procurement

Ms. Catherman provided an overview of the Workforce Innovation and Opportunity Act's requirements for one-stop operators and summarized the board's approach over the last few years. Staff from the three regional workforce development boards (WOW, Southeastern, and Employ Milwaukee) have been convening over the last several months to discuss the opportunity to align efforts and regionalize the one-stop operator beginning in Fiscal Year 2020-21. The regional one-stop operator concept is untested in Wisconsin. However, the Department of Workforce Development and US Department of Labor are supportive of piloting this initiative. They view it as an opportunity that would take WIOA Regional Planning to the next level and add value.

The scopes of service in the current one-stop operator subawards are very similar and include items such as convening system-wide partners to optimize service delivery, adherence to American Job Center branding, equal opportunity compliance, assistance with MOUs and job center certification, and more. The intended scope of service for the regional one-stop operator would incorporate common elements as well as add additional items such as convening business services staff across the 7-county region that would help align efforts with the WIOA Regional Plan. Should the regional one-stop operator concept advance, the three boards would enter into a standard fiscal agent agreement that lays out the scope, roles and responsibilities of each board, and funding contributions. Due to their staffing levels, structures, and capacities, Employ Milwaukee has agreed to serve as the fiscal agent for the regional one-stop operator contract and manage the procurement process. Procurement would occur this spring with a contract start date of July 1, 2020.

Mr. Heyer moved to approve the procurement plan and regional one-stop operator approach. Mr. Bloor seconded. The motion carried unanimously.

Stakeholder Map and Ad Hoc Workgroup

Ms. Catherman noted that partnerships and stakeholders were discussed frequently during the strategic planning process. It was determined that given the volume of workforce-related stakeholders, the board first needed to create a stakeholder map to get a better sense of how many partners exist in the WOW region and at what level of engagement. Research was conducted on stakeholder mapping approaches and the board's strategic planning facilitator shared a best practice as well. The board reviewed a draft map concept of 147 potential stakeholders. As presented in the 2020 work plan, it is recommended to create an ad hoc workgroup of three board members to finalize the stakeholder map and develop criteria for defining an effective partnership as well as using the criteria to prioritize key partners in preparation for the stakeholder engagement strategy.

Mr. Heyer moved to approve creating an ad hoc workgroup. Mr. Dieckelman seconded. The motion carried unanimously.

Transit Development Plan Update and Input

Ms. Sarnecki presented the Waukesha Area Transit Development Plan to the board for review and input. Topic areas included workforce transportation, areas of need for improved transit service, and transportation strategies for businesses.

Other Business

There was no other business.

The meeting adjourned at 9:30 am.

Respectfully submitted by:



Laura Catherman